

MOTOR VEHICLE ABATEMENTS

Applicant must include the following with the application:

1. Sold/Trade-In – Copy of Bill of Sale & new registration if plates were transferred or copy of the plate return receipt.
2. Junked – Receipt from junkyard & new registration if plates were transferred of copy of the plate return receipt.
3. Stolen/Total loss– copy of police report or insurance settlement letter & copy of plate return receipt or copy of new registration.
4. Move out of State – copy of new registration and a copy of the plate return receipt.

Bottom of application

Months Assessed –

- Plate return receipt = that month
- Transfer Registration= previous month
- Move out of State= the month the plate was returned
- Move out of Town= Still responsible to pay whole bill as of 01 01. If they moved prior to 01 01, they need to provide a copy of a bill showing their new address as of January 1st.

Open motor vehilce(access program)

-My Documents – Motor Vehicle – Motor Vehicle Access- Forms – Data Entry ->*(for a clear form)

Enter information (all CAPS and no commas)

Date voted = next meeting

Be sure to write down cert #, abetment \$, and Adjusted Excise on application

To print certificates:

Go to “Queries” – “Query 1” In the upper left hand corner of the screen, click that little triangle icon under File, this will enable you to select the query. On the “criteria” line, delete whatever the old criteria are. Enter new criteria.

Example: you want certificate #s 200 through 210. Under cert #, type “between 200 and 210”. Click the little square icon under File, you should see those records. To be sure you have them all, click directly on the box that says “cert #” it will highlight that

column. Right click and select “sort ascending”. That will put the records in order and you can be sure you have all the records.

Note: if one of those certificate #s is for a different levy year (ex. You want levy 2007, but one is from 2006) when you select your criteria, you can also put 2007 under “levy year”. Same thing with date voted, etc.

So now you have the records you want. To print the certificates, “X” out of query. Save changes. Go to “Reports” – “Certificates” All the records you selected will be there. Click the printer icon at the top and the certs will print. Stamp them with the signature stamp and you’re good to go.

Since we only have windowless envelopes, you can also print out the mailing labels for the certificates. Go to “Forms” – “Mailing Labels”. Load labels in printer and click print.

For monthly lists:

Select criteria/query as above. Go to “reports” – “Accountant’s List”. Click the little triangle icon in the upper left corner. Change the month at the top (and levy year if necessary) and total monthly amount and month at the bottom. Click the paper with magnifying glass at the top and print.

Go to “Reports” – “Collector’s List”. Click the little triangle icon in the upper left corner. Change the month at the top (and levy year if necessary). Click the paper with magnifying glass at the top and print.

Congratulations! You are done with motor vehicle!